



Table Host Action Items

Pre-Event

- Personally (by phone or in person) invite 15-20 guests to join you for the Back to School Lunch on Tuesday September 10th, 2019 at the Salem Convention Center to ensure you have a full table of 10. If they all attend we will make certain they have a seat.
- Educate guests on the lunch format and the donation **goal of \$2,500 per table**
- Notify SKEF with **names and contact information** for each confirmed guest that will be sitting at your table by filling out the **“Table Host Guest Contact Sheet”** with contact info (so SKEF can thank your guests) and emailing it to poshstylizedevents@gmail.com by **August 30th**.
- Please include guests who were not able to come this year so we can invite them next year and send a “sorry we missed you” note.
- Make a follow-up contact with your guests on two separate occasions reminding them of the lunch, via postcard, phone, text or email. Reconfirm attendance and please notify SKEF of any changes.
- SKEF will email all Table Hosts an event reminder 2 weeks prior to the event. Please forward the reminder to all your guests with a personal note.
- Final guest list due to SKEF **September 4th**. Email to poshstylizedevents@gmail.com
- Follow up 1-2 days prior to the lunch with your guests by phone or email. Please let us know of any cancellations and who will replace them at your table.

Table Host Timeline

Action Item	Dates
Personally Invite Guests & E-Mail Invitations	July 10 th -August 2 nd
Email, mail or go online to submit your confirmed guests names	August 14 th
Follow up reminder calls/text/emails to guests	Aug 28 th –Sept 3 rd
Deadline for Final Guest Names to SKEF	September 4 th
Make reminder calls to guests	September 5 th - 6 th
Attend Back to School Lunch at the Salem Convention Center (arrive at 11:30 to begin greeting your guests)	September 10 th

Sample Invitation Script – Pre-Event

Hello, _____ . I want to invite you to be my guest at one of the most amazing lunch events in this community. The annual Back to School lunch is on Tuesday September 10th at noon at the Salem Convention Center, and this year we will be celebrating 37 years of SKEF.

Celebrate unsung heroes as they will be honored with an Awesome Award. Because of you and your support, every child, every day will be given opportunities for their own success.

If this is your first experience with SKEF, you will be inspired by the stories how our community supports children and about the people who make that happen.

Please join me at my table, knowing there is no such thing as a free lunch. There will be a request for donations at the end and my **goal is \$2,500 for our table.**

I will send you an invitation with all the details. What mailing and email address should I use?

Table Host Action Items – At Event

- Arrive at 11:30 AM to the event to get your Table Host packet and greet your guests.
- If you feel comfortable doing so, text your guests your table # once you arrive so they can find it easily.
- Act as host/hostess and introduce your guests to each other if necessary.
- Distribute donation materials during the lunch, when given a cue,
It will be important to model what you wish your guests to do.
- Collect all donation envelopes and any materials left on your table and submit to Table Host/Info table at end of event.

Table Host Action Items – Post-Event

- Please send us a list of guests that did not attend so we can send a “sorry we missed you” note.
- Send thank you notes to your guests.
- We will send a thank you letter to each of your guests following the Back to School Lunch to thank them for attending.

For help or more information, please contact Jeannette Moore or Mackenzie Blackman
at PostStylizedEvents@gmail.com

18. _____

19. _____

20. _____



You may submit your final list online at <https://www.eventbrite.com/e/skef-back-to-school-lunch-tickets-63834715352> or email to poshstylizedevents@gmail.com

If you have any questions please contact Jeannette Moore or Mackenzie Blackman
[poshstylizedevents@gmail](mailto:poshstylizedevents@gmail.com)

Table Host Attendance List

Host First Name	Host Last Name	Organization/Business	Phone	Email	Address	City	State	Zip
Confirmed Guest INFO:								
First Name	Last Name	Organization/Business	Phone	Email	Address	City	State	Zip
1								
2								
3								
4								
5								
6								
7								
8								
9								
Unable to Attend but would still like to Support SKEF								
First Name	Last Name	Organization/Business	Phone	Email	Address - street	City	State	Zip



Please fill out your guest list online, mail, email or fax in on or before August 31th
 Online: <https://www.eventbrite.com/e/skef-back-to-school-lunch-tickets-63834715352>

Mail: Salem-Keizer Education Foundation 223 Commercial St NE Salem, OR 97301

Email: poshstylizedevents@gmail.com

Thank you!